

R.

THE BUSINESS EDUCATION WORLD

Successor to The American Shorthand Teacher

JOHN ROBERT GREGG, Editor

CLYDE INSLEY BLANCHARD

Managing Editor

GUY S. FRY

Business Manager

Volume XXVI

September, 1945—June, 1946

THE GREGG PUBLISHING COMPANY

270 Madison Avenue

New York 16, New York

CONTENTS

| | |
|-----------------|-----|
| Index | iii |
|-----------------|-----|

Issues:

| | |
|---------------------------|---------|
| September, 1945 | 1— 58 |
| October, 1945 | 59—116 |
| November, 1945 | 117—174 |
| December, 1945 | 175—232 |
| January, 1946 | 233—290 |
| February, 1946 | 291—348 |
| March, 1946 | 349—406 |
| April, 1946 | 407—464 |
| May, 1946 | 465—522 |
| June, 1946 | 523—582 |

THE BUSINESS EDUCATION WORLD is published monthly (except July and August) by The Gregg Publishing Company, John Robert Gregg, President; Guy S. Fry, Secretary-Treasurer; Hubert A. Hagar, General Manager, 270 Madison Avenue, New York, New York; Boston Office, Statler Building, Boston, Massachusetts; Chicago Office, 6 North Michigan Avenue, Chicago, Illinois; San Francisco Office, Phelan Building, San Francisco, California; Canadian Office, 1200 Bay Street, Toronto, Ontario, Canada; European Office, The Gregg Publishing Company, Ltd., Gregg House, 51 Russell Square, London, W.C. 1, England; Australian Office, The Gregg Publishing Company (Aust.), Remington House, Liverpool Street, Sydney, New South Wales; Agency for India and Farther India, Progressive Corporation, Ltd., Bombay. Printed in the U. S. A.

Subscription rates: \$2 a year; 20 cents a copy, in the United States and Canada. \$2.50 a year to all foreign countries.

Copyright, 1946, by The Gregg Publishing Company

*Entered as second-class matter at the Post Office, East Stroudsburg, Pennsylvania,
under the Act of March 3, 1879.*

INDEX

CONTRIBUTORS, SUBJECTS, AND TITLES

Note: Page references after author's name refer to personal information about author.

A

Accountant or bookkeeper? 563
Accounting (*see* Bookkeeping)
Accuracy-getter in typewriting, an, 362
Adams, Arthur B., 337
 Business English in business training, 324
Adams, Doris L., 162
 Making office practice pay, 127
AGO training service helped supervisors to
 conserve communication facilities, 245
Administration and supervision
 Better school supervision, 416
 Department head in action, the, 117, 179,
 247, 313
Admiral Spruance--After the Marianas, 11
Advanced typing students--deficiencies in, 25
Adventures in social-business education, 136
After the Marianas--Admiral Spruance, 11
Agnew, Peter L., 20; port., 421
Air routes map of new world, 14
Airlines create information bureau, 44
Airlines teaching first college undergraduates,
 14
Alber, Olga
 High school commercial clubs, 80
Alden, Julian
 How readable are business letters? 559
Alpha Iota activities, 41, 369
American education week, 67
American Vocational Association, 409, 476
Amster, Alvin, 498
 Help your substitute, 488
 What's your Hooper rating? 556
Anderson, L. W., 162
 An experience in the teaching of typewrit-
 ing, 124
Appel, Marguerite, 22
Archer, Fred C., 46
 Postwar education--the soldier's viewpoint,
 1
Are you satisfied with your first-year book-
 keeping classes? 138
Arithmetic, commercial
 Organization and purpose of a business
 mathematics course, 82
 State and Federal civil service arithmetic
 examination problems, 199, 257
 What shall we teach in business arithmetic?
 368, 431, 490
Army-Navy education techniques investigated, 27

Arnold, Don W., 254
Art of fraud, the, 71
Art typing contest, eighth annual, 300
As others see us, 407
Ashbrook, W. A., 566
Atomic energy in human equations, 360
Audio-visual aids
 Business management film available, 37
 Filming corporation reports, 326
 Make your own movies, 434
 Navy reports on training film program, 44
 New sound slidefilm for shorthand classes,
 43
 Possibilities of radio in business educa-
 tion, 28
 Shorthand on the air, 233
 Visual bookkeeping, 235
Audio-visual spotlight, in the, 62, 163, 312,
 375
Ayers, June E., 254
Aylor, Margaret, 158

B

Babcock, Thomas A., 157
Back to the classroom, now, milady? 539
Bahr, Gladys, 562
 Our young consumers, 523
Baker, Irwin M., 105
 Mock trial, 86
Bandle, Ethel Jane, 394
 Revising the one-year typing course,
 370
Bank work, women, 63
Barber, Anson B., 15
Bargen, Bernhard, 162
 Working against the clock, 144
Barron, Robert E., 96
Bartley, Kate M., 162
 The one-hand typist, 141
Bassett, Ernest D., 566
Baten, Charles E., 212
Baugham, Lloyd (port.), 253
Bauernfeind, Harry, 45, 213
Bay Path Secretarial School, 440
Beckley, Donald K., 452; port., 567
 Co-operative retail training in retrospect,
 422
Bedwell, J. Wallace, 158
Beighey, Clyde (port.), 301
Bell, Bernadine, 438
Bell tolleth, the, 536

Bennett, James
 Bookkeeping motivations, 65
 Benson, Harold M., 255
 Berikman, Fred, 23
 Berry, Clifford, 439
 Better school supervision, 416
 Bibliography of economic and social study material, 178
 Bookkeeping
 Accountant or bookkeeper? 563
 Are you satisfied with your first-year book-keeping classes? 138
 Bookkeeping analysis chart, 210
 Bookkeeping motivations, 65
 Bookkeeping syllabus revision, 334
 Build a bookkeeping laboratory, 492
 Charting general and cost accounting cycles, 376
 Contest, B.E.W., 36, 94, 149, 214, 267, 320, 381, 441, 504; prize winners, 268, 320, 322, 440, 491, 550
 Ninth international contest, 260, 319
 Ticket-selling project, a, 331
 Visual bookkeeping, 235
 Vocational information for prospective bookkeepers and accountants, 310
 Books for young people, some, 327
 Bowle, Archibald Alan, 46
 On the lookout, 34, 102, 148, 221, 272, 317, 386, 426, 495
 Bowser, Harry, 23
 Boynton, Paul M., 452
 Better school supervision, 416
 Brady, Mary Margaret, 23
 Brazda, Alice, 105
 Office laboratory test, 75
 Breen, Florence, 567
 Brickner, John C., 389
 Briggs, Milton, 46
 Bookkeeping contest, 36, 94, 149, 214, 267, 320, 381, 441, 504
 Briggs, Robert, 162
 A grading plan for typing, 147
 Brinkman, Albert R., 498
 Business education in Japan, 474
 Brown, Claude H., 437
 Brown, T. Carl, 211
 Browning, Milton A., 20
 Brushfield, Elizabeth, 220
 Teaching commercial subjects in the Davao internment camp, 185
 Bryant College, 38
 Bucher, K. Ezra, 439
 Buckley, Harold B., 255
 Build a bookkeeping laboratory, 492
 Bulletin board as a teaching aid in business subjects, the, 153
 Burch, John O., 254
 Bureau of Internal Revenue trains employees for bureau service, 321
 Business and Vocational Education Club, luncheon meeting, 415
 Business arithmetic (*see* Arithmetic, commercial)
 Business arithmetic, what shall we teach in? 368
 Business education
 Business education at the G.I. University in England, 363

Business education (*continued*)
 Business education in Japan, 474
 Business English in business training, 324
 City and state supervisors of business education, 39, 198
 Comments on editorial "Budget problems," 427, 510
 Correlating English and business education, 183
 Evaluating student teaching in commercial education courses, 133
 New responsibilities in business education, 564
 New York State business education bulletins, 304
 Plea for common sense in business education, a, 175
 Possibilities of radio in business education, 28
 Supervisors of business education, 39, 198
 Business education--standards
 Stop apologizing! 352
 Business educators at ETO universities, 5
 Business educators to Army's European universities, more, 97
 Business English
 Business English ain't necessarily dull, 531
 Business English in business training, 324
 Correlated pretranscription training, 540
 How readable are business letters? 559
 We're proud of our boners, 424
 Business machines, teaching, 241
 Business management film available, 37
 Business mathematics (*see* Arithmetic, commercial)
 Business mathematics course, 82
 Business practice
 Let's be practical, 193
 Business standards, are you insisting upon? 184
 C
 Cain, Marietta
 Visual bookkeeping, 235
 Cain, T. B. (port.), 301
 Calendar of Inter-American events, 275, 300, 395, 453, 503, 561
 California bureau issues materials, 37
 California Business Educators Association, 351, 557
 Callahan, Joseph F., 162
 Clerical discernment--or over-specialized training? 155
 Campbell, Dorcas
 Can you work in a bank if you can't count? 63
 Cansler, Russel N., 21
 Carroll, Thomas H., 387
 Case method and learning to think, the, 477
 Catholic Business Education Association affiliates with Commercial Education Association, 325
 Catholic High contest results, 573
 Chaim, Henry I., 212
 Change is good for the soul, 240
 Changing a ribbon, 237
 Charting general and cost accounting cycles, 376

Check list for transcription training, 546
 Chicago Area Business Educators Association,
 tenth year marked by booklet, 44
 Chickering, Mrs. Edward (port.), 565
 Children typists, 73
 City and state supervisors of business educa-
 tion, 39, 198
 Civil service
 Civil service booklet on typewriter care, 37
 State and Federal civil service arithmetic
 examination problems, 199, 257
 Clark, Lodie M., 256
 Classroom theories vs. classroom practices, 532
 Clerical discernment--or over-specialized
 training? 155
 Clubs, commercial in high school, 80
 Coaching finger quarterbacks, 203
 Coleman, Margaret, 162
 Commercial teacher in a small town, 121
 Commercial clubs in high school, 80
 Commercial Education Association annual con-
 vention, 383
 Commercial law
 Mock trial, 86
 Commercial teacher in a small town, 121
 Common sense in business education, a plea for,
 175
 Condon, Arnold, 566
 Conferences, departmental, 117
 Consumer education
 Adventures in social-business education, 136
 Consumer education is growing, 543
 Our young consumers, 523
 Contests announced, two national typing, 121
 Control of textbooks, 313
 Co-operative retail training in retrospect, 422
 Cope, William C., 395
 Correcting typewritten copy, 354
 Correlated pretranscription training, 540
 Correlating business education and English, 183
 Court reporting
 Mock trial, 86
 Cratty, Myrtle L.
 What I learned on a summer job, 528
 Crawford, Edward I., 162
 Which way? 129
 Cross, Louis, 211
 Crouse, John C., 500
 Cummings, Carl H., 500
 Curtis, N. B., 255

D

Dame, J. Frank (port.), 421, 565
 Davis, Elise, 23
 DeBrum, Joseph, 325, 437
 Deficiencies in advanced typing students, 25
 DeForest, Thelma, 22
 DeLancey, Opal H., 23
 Delta Pi Epsilon, 38, 101, 126, 132, 189,
 303
 Democracy applied to the secondary school
 commercial club, 379
 Demonstration typing, 16
 Department head in action, the:
 Control of textbooks, 313
 Department office files, 179
 Departmental conferences, 117
 Planning the visitation program, 247
 DePippo, A. J., 325

Detroit school remodels business machines de-
 partment, 19
 Dictation at 120 up, 349
 Distributive education
 Case method and learning to think, the, 477
 Co-operative retail training in retrospect,
 422
 Teaching theoretical salesmanship, 190
 What I'd want in a retail job, 535
 Dobkin, Eleanor, 213
 Donahue, Howard, 562
 Business English ain't necessarily dull,
 531
 Donoho, Edmond S. (port.), 565
 Douglas, Isobel A., 438
 Shorthand crossword puzzle, 454
 DuFrain, Viola, 21, 498
 Which "speed-accuracy" emphasis? 478
 Dunstan, Mary F., 212, 498
 The case method and learning to think, 477
 Dwyer, Catherine, new C.E.A. president, 545

E

Eastern Commercial Teachers Association, 328,
 389, 565
 Eckhoff, Major Harry C., in Shanghai, 121
 Economic geography of your county, 265
 Economic and social study material, bibliog-
 raphy, 178
 Education week, American, 67
 Edwards, W. L., 367
 Eells, Walter Crosby, 96
 Elnes, Christian Walter, 387
 Ellis, J. Leslie, 439
 Ely, Margaret H., 20
 Emens, John R. (port.), 387
 Employment
 Sources of occupational distribution and
 opportunities information, 291
 English (see Business English)
 Ettinger, Clifford, 256
 Evaluating student teaching in commercial
 education courses, 133
 Evaluation of attitudes, an, 365
 Experience in the teaching of typewriting, an,
 124
 Eyster, Elvin S., 20; port., 421
 New responsibilities in business education,
 564

F

Farnsworth, W. R., 22
 Fein, Marvin (S/Sgt.), 21
 Ferne, George H., 387
 Filing
 Department office files, 179
 Soundex index for correspondence files, 390
 Filming corporation reports, 326
 Finch, Robert (port.), 189, 301
 Fisher, Sanford L. (port.), 565
 First hurdle, the, 32
 Fitch, Marjorie, 220, 498
 A plea for common sense in business educa-
 tion, 175
 Shorthand--constructed or memorized? 496
 Fitzgerald, Marian A., 157
 Foote, J. W., 212
 Forcht, Margaret, 162
 Status of commercial teachers, 131

Foreign language shorthand
 French and Spanish shorthand, 243
 Polylingual shorthand, 279
 Fraud, the art of, 71
 Freeman, M. Herbert, 46, 213, 500
 Are you satisfied with your first-year
 bookkeeping classes? 138
 Teacher certification--credits or compe-
 tencies, 262
 Your professional reading, 42, 103, 160,
 218, 276, 335, 392, 450, 508, 570
 French and Spanish shorthand, 243
 Fries, Albert C., 96
 Froehlich, Paul E., 254
 Fuller, Donald C., 22

G

Galbreath, Robert F., Jr., 96
 Garlow, Elsie, 566
 Garrett, R. Norval, 566
 Garvey, Claudia, 105, 162
 Transcription tests, 92, 151, 216, 269,
 323, 384, 443, 506
 Gatlin, Thomas Herman (obit.), 266
 Gebhardt, George L., 97
 Geigle, Francis R., 22
 Gem City Business College, diamond jubilee, 159
 Gemmell, James, 105; port., 213
 Wanted: Mailable letters in less time, 68
 Gibson, E. Dana, 158
 Gilbert, James D., 437
 Gilbreth, Harold B. (port.), 253
 Glucksberg, Charles I., 220
 Correlating business education and English,
 183
 Goff, Thomas Theodore (obit.), 256
 Goodfellow, R. C. (port.), 389, 565
 Grading plan for typing, a, 147
 Green, Harold L., 45
 Gregg, Edna L., 452
 As others see us, 407
 Gregg, John Robert, 198, 415; port., 398
 Gregg representatives teach in summer schools,
 45
 Gregg Writer plates, keys to, 49, 107, 165,
 223, 281, 339, 397, 456, 513, 574
 Gregory, Raymond W., appointment; port., 410
 Greiber, C. L. (port.), 476
 Grove City Victory, 21
 Gruber, Joseph, 498
 Build a bookkeeping laboratory, 492
 Guidance bibliography, 375
 Gushing, H. George, 254

H

Haas, K. B., 500, 567
 Haines, William E., 438
 Hamilton, Herbert, 439
 Hamlet and shorthand, 483
 Hample, Miriam B., 22
 Handicapped typists make news, 195
 Hanna, J. Marshall, 96
 Hansen, Carrie
 Opportunities for practical work experience,
 358
 Happ, Maurine, 22
 Harlan, Catherine, 20
 Harman, J. L., 45
 Harms, Harn, 96

v1

Harrod, Paul M., 500
 Hartsel, Gladys S., 278
 Teaching business machines, 241
 Haubert, John R., 255
 Hayes, Lloyd H., 22
 Haynes, Benjamin (port.), 301
 Heidemann, Henrietta, 439
 Heinemeyer, D. L.
 An accuracy-getter in typewriting, 362
 Timed tests in typewriting, 250
 Help your substitute, 488
 Henderson, Frances (port.), 421
 Henthorn, Ben H. (port.), 333
 Higginbotham, S. J., 213
 High school commercial clubs, 80
 Hill, J. Murray, 45; port., 302
 Hill, Louise
 Teach and like it, 59
 Hitch, Robert L., 325
 Holley, J. Andrew, 499
 Holtsclaw, J. L., 20
 Hookey, G. Elwood, 211
 Horsch, M. J., 256
 Hosler, Russell J., 439
 How readable are business letters? 559
 Huffman, Harry, 452
 Six weeks of shorthand and typewriting, 412
 Hughes, Eugene H., 387
 Hughes, Ruth, 23
 Hughey, Esther Wade, 567
 Hummel, Lucile Young, 22
 Humphrey, Clyde, 106
 Interview with Lewis Toll, 78
 Hunsinger, Marjorie, 158
 Hylton, Maye, 562
 Tricks of the typist: back-feeding, 560

I

Ickes, Paul C., 562
 Check list for transcription training, 546
 If you believe in typing warm-ups, 98
 Induction training of teletype operators in
 the Office of War Information, 122
 In-service training
 AGO training service helped supervisors to
 conserve communication facilities, 245
 Bureau of Internal Revenue trains employees
 for bureau service, 321
 Induction training of teletype operators in
 the Office of War Information, 122
 Regional workshops as in-service training
 programs, 196
 Inter-American events, calendar of, 275, 300,
 395, 453, 503, 561
 International commercial schools contests
 resumed, 488
 Irish, Elizabeth, 567

J

Jacobs, Lloyd H. (port.), 565
 Jenison, Edward P., 567
 Jennings, Rienzli A., 157
 Job analysis
 Changing a ribbon, 237
 Correcting typewritten copy, 354
 Job analysis and breakdown method of teach-
 ing typing problems--No. 1, 237
 Job analysis for effective teaching, 373
 Keep your typewriter in tune! 297

Job analysis (continued)

- Why save motions in a letter shop? 357
- Working against the clock, 144
- Job specialization
 - Clerical discernment--or over-specialized training? 155

- Johnson, David E. (obit.), 567
- Johnson, Icie B. (port.), 189
- Johnson, Jay R., 562
 - What I'd want in a retail job, 535
- Johnston, Helen M. and Phillips, Mary G., 46
 - Possibilities of radio in business education, 28

- Johnston, Mayme V., 562
 - Who's afraid? 544
- Jones, Lloyd L.
 - Adventures in social-business education, 136
 - Consumer education is growing, 543
- Jordan, Robert F., 256
- Juckett, Charles A., 105, 452
 - Kiddies at the keys, 73
 - Make your own movies, 434

K

- Keay, Rena J., 220
 - Regional workshops as in-service training programs, 196
- Keep your typewriter in tune! 297
- Keller, Marjorie
 - What I learned on a summer job, 529
- Kestol, James W.
 - Economic geography of your county, 265
- Keys, Kiddies at the, 73
- Kibby, Ira W. (port.), 476
- Kiddies at the keys, 73
- Knepper, E. G. (port.), 421
- Knouse, R. S., 211
- Know how, show how, 16
- Kokeritz, Helge, 498
 - Hamlet and shorthand, 483
 - Olof Werling Melin--in memoriam, 388
- Kramer, Edward D., 498
 - Shorthand review on student errors, 486
- Kruger, Ellen, 337
 - Test on joined analogical word endings, 329

L

- LaDow, Robert, 45
- Lamb, Marion M., 162
 - Notes on in-service training, 122, 245, 321
- Lancaster, Harry W., 158
- Larimer, W. A. (port.), 421
- LaVictory, Blanche
 - We're proud of our boners, 424
- Lawrence, A. J., 20
 - Word-frequency study, 44
- Lease, Alice, 562
 - Should high schools "grade" diplomas? 554
- Lebeda, Agnes, 562
 - Accountant or bookkeeper? 563
- Leimkuehler, Deane, 220
 - Typewriter musicianship, 188
- Leslie, Louis A., 220
 - Shorthand significance of the Rinsland vocabulary study, 207
 - Thorndike's 30,000 and the shorthand teacher, 526
- Lessenberry, David D., 333
- Let's be practical, 193

- Lewis, W. W., honored, 130
- Lieber, Gertrude, 255
- Liffring, Esther, 212
- Lincoln, Winfred J., 213
- Lindquist, Lester, 325
- Little, Jane, 96
- Littlefield, C. L., 439
- Lloyd, Alan C., 325
 - The bell tolleth, 536
- Logan, W. B., 211

M

- McConnell, Helen (port.), 389
- McCreery, Fran (port.), 566
- McMahan, Herbert E., receives captaincy; port., 385
- McNamara, Edward J., retires; port., 137
- McVeigh, Sherman, 567
- Magee, William F., 438
- Make your own movies, 434
- Making office practice pay, 127
- Map of air routes, 14
- Marianas, after the--Admiral Spruance, 11
- Markley, Eleanor, 162
 - The bulletin board as a teaching aid in business subjects, 153
- Markwick, Evangeline, 46
 - Secretarial training in junior college, 6
 - You ought to be thankful, 280
- Marsh, F. Grant, 566
- Marsh Business College, 23
- Marten, Camille G., 278
 - French and Spanish shorthand, 243
- Massell, Alexander (port.), 494
- Matthews, W. L., 45
- Maxwell, Lyle, 45
- Meehan, James R. (port.), 565
- Melby, Ernest O., 23
- Melin, Olof Werling--in memoriam; port., 388
- Metcalfe, Lyne S.
 - Filming corporation reports, 326
- Meyer, E. Dorothea, 157
- Meyer, Warren G. (port.), 499
- Miller, Elmer G., 211
- Miller, Sophie
 - Why save motions in a letter shop? 357
- Milligan, Jack, 439
- Mitchell, Ivan (port.), 189, 301
- Mock trial, 86
- Moore, Allen (obit.), 24
- Morrow, Joseph, 45
- Morton, Robert A., 437
- Motivations in bookkeeping, 65
- Mumford, George E. (port.), 565
- Munford, Howard M. (obit.), 123
- Musgrave, Alvin W., 212
- Musgrave, Maude E., 22
- Music
 - Typewriter musicianship, 188
- Musselman, D. L. (port.), 159
- Musselman, D. L., Jr. (port.), 159
- Musselman, T. E. (port.), 159
- Musselman, V. G. (port.), 159
- My new job, 264

N

- National Association of Business Teacher-Training Institutions, 19, 326, 421
- National Association of Credit Men, 46

National Business Teachers Association
Cincinnati convention, report on the,
189, 301
National Clerical Ability Tests for 1946, 357
National Council for Business Education, 89,
201, 302
National Council of Business Schools, 101, 333,
369
National Education Association merger, 201,
538
National Educational Films, Inc., organized,
312
National Office Management Association, 337,
557
National Research Bureau encyclopedia, 367
Navy--After the Marianas--Admiral Spruance, 11
Navy reports on training film program, 44
Nelson, Thomas L., 157
Nevins, Gertrude, 24
New responsibilities in business education, 564
Nickerson, Adeline Frances, 337
Some books for young people, 327
No alibis, 236
Noll, Roland H., 438
North, Frances Doub (port.), 389, 565
Norton, Helen R., 567
Norton, Thomas, 21
Notes on in-service training, 122, 245, 321
Null, Tom, 437

O

Occupational guidance
Evaluation of attitudes, an, 365
Guidance bibliography, 375
Occupational information, 418
Sources of occupational distribution and
opportunities information, 291
Vocational information for prospective
bookkeepers and accountants, 310
Office laboratory test, 75
Office practice
Making office practice pay, 127
Switchboards in your classroom, 480
Which way? 129
On the lookout, 34, 102, 148, 221, 272, 317,
386, 426, 495
One-hand typist, the, 141
O'Neill, Mrs. Jane H., 255
O'Neal, Mary, 278
No alibis, 236
Ontario leaders meet in Toronto, 573
Opportunities for practical work experience,
358
Order of Business Efficiency activities, 81
Oregon teachers organize new business education
association, 557
Organization and purpose of a business mathe-
matics course, 82
Our young consumers, 523
Over-specialized training--or clerical dis-
cernment? 155
Owen, Henry, 220
Bookkeeping analysis chart, 210
Bookkeeping syllabus revision, 334

P

Pacific Northwest Business Schools Associa-
tion, 19
Packer, Harry Q. (port.), 499

Part-time work

Opportunities for practical work experience,
358
Parvis, Perle Marie, 24, 279
Change is good for the soul, 240
Patenaude, D. P., 567
Payne, E. George, 23
Paynter, W. Robert, 256
Peirce, Thomas May, Jr. (obit.), 195
Pepe, Philip S., 325
Phillips, Mary G. (see Johnston, Helen M.)
Pickett, Capt. Ralph E., 21
Planning the visitation program, 247
Plea for common sense in business education,
a, 175
Poe, Roy W., 438
Polylingual shorthand, 279
Porter, H. E. V., national business education
leader, dies (port.), 569
Possibilities of radio in business education,
28
Postwar education--soldier's viewpoint, 1
Potter, M. D., 387
Potter, Thelma M., 279
A preparation check sheet for typists, 252
An evaluation of attitudes, 365
Occupational information, 418
Sources of occupational distribution and
opportunities information, 291
Poutinen, A. V., 212
Practice makes perfect...if, 305
Prahler, Ann Louise, 97
Preparation check sheet for typists, a, 252
Price control, two thousand years of, 295
Price, Ray G., 211, 500; port., 302
Primrose blackboard, the, 479
Private schools second workshop, 41
Puckett, Cecil, 499
Pupillo, Anthony A., 394
Stop apologizing! 352

Q

Quinette, Alfred H. (port.), 545

R

Radio in business education, possibilities of,
28
Rahe, Harves, 46
Deficiencies in advanced typing students, 25
Rasely, H. N. (port.), 333
Raskin, Irving and Satlow, I. David, 162
Department head in action, the:
Control of textbooks, 313
Department office files, 179
Departmental conferences, 117
Planning the visitation program, 247
Raymond, Frances Effinger (obit.), 266
Reading list, professional, 42, 103, 160, 218,
276, 335, 392, 450, 508, 570
Redman, N. Russell, 566
Reed, R. R., 24
Regional workshops as in-service training
programs, 196
Reichert, Pauline, 567
Renshaw, W. W., 498
Where do we stand in transcription? 465
Retailing (see Distributive education)
Revising the one-year typing course, 370
Reynolds, Helen, 20

Richert, G. Henry, 500
 Rinsland vocabulary study, 207
 Roberts, Donald R., 157
 Roberts, Ruth L., 24
 Rogers, Rose Marie, 438
 Rohrer, G. David, 46; port., 12
 After the Marianas--Admiral Spruance, 11
 Rosenberg, Major Bee G., decorated (port.), 362
 Rosenberg, R. Robert, 105
 Organization and purpose of a business
 mathematics course, 82
 State and Federal civil service arithmetic
 examination problems, 199, 257
 What shall we teach in business arithmetic?
 368, 431, 490
 Rowe, John L., 20
 Ruckes, Herbert, 21
 Rutherford Business College, 23

S

Salesmanship, teaching theoretical, 190
 Salet, Jacob Le Roy (obit.), 440
 Salsgiver, Paul L., 256, 385
 Sanders, Frank F. (port.), 211
 Satlow, I. David (see Raskin, Irving)
 Sawyer, N. Mae, 325, 395
 Soundex index for correspondence files,
 390
 Schwamm, Gustave, 212
 Scoville, A. T. (obit.), 24
 Secretarial training in junior college, 6
 Shapiro, Harold E. (port.), 499
 Shaver, Dorothy, heads Lord & Taylor (port.),
 351
 Shawn, Myra (pseud.)
 My new job, 264
 Sheaffer, Harley F., 220
 Teaching theoretical salesmanship, 190
 Sherman, Marsdon A., 21, 394
 Job analysis for effective teaching, 373
 Shilt, Bernard A. (port.), 565
 Shorthand
 Dictation at 120 up, 349
 Hamlet and shorthand, 483
 Polylingual shorthand, 279
 Shorthand--constructed or memorized? 496
 Shorthand crossword puzzle, 454
 Shorthand on the air, 233
 Shorthand practice material, 49, 107, 165,
 223, 281, 339, 397, 456, 513, 574
 Shorthand review on student errors, 486
 Shorthand significance of the Rinsland
 vocabulary study, 207
 Shorthand sound slidefilm, 43
 Stenographic lifesavers, 274
 Teaching commercial subjects in the Davao
 internment camp, 185
 Test on joined analogical word endings, 329
 Thorndike's 30,000 and the shorthand
 teacher, 526
 Transcription tests, 92, 151, 216, 269, 323,
 384, 443, 506
 Where do we stand in transcription? 465
 Shorthand--foreign
 French and Spanish shorthand, 243
 Olof Werling Melin--in memoriam, 388
 Polylingual shorthand, 279
 Shorthand--teaching methods
 Check list for transcription training, 546

Shorthand--teaching methods (continued)
 Correlated pretranscription training, 540
 Shorthand--constructed or memorized? 496
 Shorthand review on student errors, 486
 Six weeks of shorthand and typewriting, 412
 Should high schools "grade" diplomas? 554
 Singer, Perry, 45
 Sipe, J. Marvin, 254
 Sister Anthony Marie
 Spring song, 484
 Sister M. Marguerite, 562
 Classroom theories vs. classroom practices,
 532
 Sister M. Therese, 498
 Switchboards in your classroom, 480
 Sittle, Mrs. Helen, 500
 Six weeks of shorthand and typewriting, 412
 Skadron, J. H., 96
 Skimin, Eleanor, 279
 Correcting typewritten copy, 354
 Job analysis and breakdown method of teach-
 ing typing problems--No. 1, 237
 Keep your typewriter in tune! 297
 Slaughter, Robert E., 23
 Sloan, Louise J., 562
 Correlated pretranscription training, 540
 Smith, Frances Aves, 22
 Smith, Harry D., 394
 Democracy applied to the secondary school
 commercial club, 379
 Social-business education, adventures in, 136
 Soldier's viewpoint of postwar education, 1
 Sollars, Velna, 163
 Evaluating student teaching in commercial
 education courses, 133
 Sound slidefilm for shorthand, 43
 Soundex index for correspondence files,
 390
 Sources of occupational distribution and
 opportunities information, 291
 Southern Business Education Association, 130,
 253
 Spanish and French shorthand, 243
 Spring song, 484
 Spruance, Admiral--After the Marianas, 11
 Squires, Herbert (port.), 253
 Stanley, Cecil E. (port.), 499
 Stanton, Roy E., 440
 State and city supervisors of business educa-
 tion, 39
 State and Federal civil service arithmetic
 examination problems, 199, 257
 Status of commercial teachers, 131
 Stenographic lifesavers, 274
 Stenography (see Shorthand)
 Stevens, Catharine, 46
 Coaching finger quarterbacks, 203
 Know how, show how, 16
 Practice makes perfect...if, 305
 Stevens, Evelyn, 46
 The first hurdle, 32
 Stewart, Marie M., 220
 Let's be practical, 193
 Stickney, Blanche G., 325
 Stickney, Rufus, 158; port., 565
 Stoner, James K., 437, 566
 Stop apologizing! 352
 Stout, June T.
 What I learned on a summer job, 529

Street, M. L.
 Stenographic lifesavers, 274
 Stringer, Ivan, 213
 Strong, Earl P., 256
 Strongy, Madeline S., 394
 Dictation at 120 up, 349
 Student exchange program, 201
 Study of typewriter height, a, 142
 Summer school directory, 445, 501
 Supervisors of business education, 39, 198
 Supnick, A. C., 97
 Switchboards in your classroom, 480

T

Teach and like it, 59
 Teachers
 As others see us, 407
 Commercial teacher in a small town, 121
 Help your substitute, 488
 Status of commercial teachers, 131
 Teach and like it, 59
 Vignettes: back to the classroom, now, milady? 539
 What's your Hooper rating? 556
 Teachers--training
 Evaluating student teaching in commercial education courses, 133
 Planning the visitation program, 247
 Teacher certification--credits or competencies, 262
 Teachers, status of commercial, 131
 Teaching aids
 Audio-visual, 28, 43, 62, 163, 235, 375, 434
 Bulletin board as a teaching aid in business subjects, the, 153
 Primrose blackboard, the, 479
 Teaching aims
 We, the teachers of Baltimore..., 378
 Teaching commercial subjects in the Davao internment camp, 185
 Teaching--methods
 Atomic energy in human equations, 360
 Classroom theories vs. classroom practices, 532
 Democracy applied to the secondary school commercial club, 379
 Economic geography of your county; a high school project, 265
 First hurdle, the, 32
 Job analysis for effective teaching, 373
 Office laboratory test, 75
 Should high schools "grade" diplomas? 554
 Teach and like it, 59
 Teaching business machines, 241
 Teaching theoretical salesmanship, 190
 Visual bookkeeping, 235
 Who's afraid? 544
 Teletype operators, in-service training of, 122
 Test on joined analogical word endings, 329
 Thibodeau, J. D., 440
 Thomas, Ruth E.
 Two thousand years of price control, 295
 Thompson, James M., 212
 Thompson, James O., 212, 438
 Thorndike's 30,000 and the shorthand teacher, 526
 Ticket-selling project, a, 331
 Tidwell, M. Fred, 499
 Timed tests in typewriting, 250

X

Toll, Lewis R.--Interview by Clyde Humphrey, 78
 Traisman, Samuel B. (obit.), 395
 Transcription (*see also* Shorthand)
 Check list for transcription training, 546
 Correlated pretranscription training, 540
 Transcription tests, 92, 151, 184, 216, 269, 323, 384, 443, 506
 Wanted: Mailable letters in less time, 68
 Where do we stand in transcription? 465
 Treacy, Charles J.
 The primrose blackboard, 479
 Tregillus, Earl P., 213
 Tricks of the typist: back-feeding, 560
 Tri-State Commercial Education Association, 119, 353, 545
 Two national typing contests announced, 121
 Two thousand years of price control, 295
 Typewriting
 Contests, 121, 240, 300, 414
 One-hand typist, the, 141
 Study of typewriter height, a, 142
 Teaching commercial subjects in the Davao internment camp, 185
 Tricks of the typist: back-feeding, 560
 Typewriter musicianship, 188
 Typewriting--teaching methods
 Accuracy-getter in typewriting, an, 362
 Bell tolleth, the, 536
 Changing a ribbon, 237
 Coaching finger quarterbacks, 203
 Correcting typewritten copy, 354
 Correlated pretranscription training, 540
 Deficiencies in advanced typing students, 25
 Experience in the teaching of typewriting, an, 124
 Grading plan for typing, a, 147
 If you believe in typing warm-ups, 98
 Job analysis and breakdown method of teaching typing problems, 237
 Keep your typewriter in tune! 297
 Kiddies at the keys, 73
 Practice makes perfect...if, 305
 Preparation check sheet for typists, a, 252
 Revising the one-year typing course, 370
 Six weeks of shorthand and typewriting, 412
 Timed tests in typewriting, 250
 Wanted: Mailable letters in less time, 68
 Which "speed-accuracy" emphasis? 478
 Typists make news, handicapped, 195

U

Ulrich, Florence E.
 Atomic energy in human equations, 360
 United States Navy
 Experience in the teaching of typewriting, an, 124
 United States Office of Education, a brief history of the, 396
 Utica Free Academy graduate follow-up study, 43

V

Vanderschmidt, Gretchen Gardner, 271
 Vignettes: back to the classroom, now, milady? 539
 Visual aids (*see* Audio-visual aids)
 Vocational information for prospective bookkeepers and accountants, 310

W

Walker, Arthur L., 22, 567
 Walker, George Thomas, 157
 Walter, John T., 337
 Ticket-selling project, a, 331
 Wanted: Mailable letters in less time, 68
 War and education
 Business education at the U. I. University
 in England, 363
 Teaching commercial subjects in the Davao
 internment camp, 185
 Ward, W. W., 566
 Warm-ups, if you believe in typing, 98
 Washington interview with Lewis R. Toll, 78
 Watts, Adam J., 96
 Wauchope, Thomas W., 45
 Waves--taught by demonstration of typing, 16
 We, the teachers of Baltimore..., 378
 Webb, Earl B., 256
 Weldon, James R., 254
 We're proud of our boners, 424
 What I learned on a summer job, 529
 What I'd want in a retail job, 535
 What shall we teach in business arithmetic?
 368, 431, 490
 What's your Hooper rating? 556
 Where do we stand in transcription? 465
 Which way? 129
 Which "speed-accuracy" emphasis? 478
 White, Edith, 198
 White, George L., 255
 White, Raymond, 157
 Who's afraid? 544
 Why save motions in a letter shop? 357
 Williams, Arthur Rowland, 24
 Williams, Homer N., 325
 Williams, Robert C. (port.), 500
 Willins, Stella (port.), 437
 Wilson, Charles S., 566

Wilson, T. K.

 If you believe in typing warm-ups, 98
 Winchester, Edith (port.), 421
 Winter, Jeannette, 500
 Winters, E. E., 325
 Wissig, Florence, 96
 Witt, Violet H., 158
 Women in banking, 63
 Woodmansee, Mrs. R. E. (obit.), 266
 Woodward, C. W., 500
 Woodward, Theodore, 439
 Word-frequency list
 Shorthand significance of the Rinsland
 vocabulary study, 207
 Thorndike's 30,000 and the shorthand
 teacher, 526
 Word-frequency study, 44
 Work experience
 Opportunities for practical work experience,
 358
 What I learned on a summer job, 529
 Working against the clock, 144
 Workshops as in-service training programs,
 regional, 196
 World air routes map, 14
 Woytak, Jennie J., 211
 Wright, Irma (port.), 309
 Wright types right, 309
 Wright, J. C., retirement; port., 410

XYZ

Yates, Stella D., 96
 Yerian, Theo., 279
 Shorthand on the air, 233
 You ought to be thankful, 280
 Zacur, Howard A., 105
 Charting general and cost accounting cycles,
 376
 The art of fraud, 71
 Zopf, Arnold, 21